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8 November 1967

CS/HPM- 8

MEMORANDUM FOR: All CS Historical Officers and Writers

SUBJECT   : Suggested Priorities for the Writing
                    of CS Historical Papers

1. While no hard and fast rules can be laid down
regarding which Historical Papers should be tackled first
for all components of the CS, certain guidelines on
priorities can and should be outlined. As the needs of
area divisions are more clearly evident, this memorandum
will be addressed primarily to their needs and to a lesser
extent to other components.

2. In area divisions, our experience shows that the
priority need of their officers-new chiefs of station or
base, division and branch chiefs, operations officers,
etc.-is to have completed chronological histories of their
overseas stations and bases. As your own experience in
doing the research for these papers has demonstrated, it
is not easy to find this information in the division files
or in Archives. Thus, I believe that our priority task

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in area divisions is the preparation of the chronological histories of stations and bases.

3. A co-equal priority, which in certain instances will have to take precedence over station histories, is the recording, on tape or on paper, of the knowledge of those CS officers who are about to leave Headquarters through resignation, retirement, illness, overseas assignment, and the like. Every effort should be made to catch these officers before they leave and at least put their information on tape for later use.

4. Our secondary priority is the history of our Headquarters components. This applies to both area divisions and staffs, and these papers will be a useful adjunct to the papers on our overseas operations.

5. As for other components-the FI, CI, and CA Staffs, for instance-the most immediately useful papers would appear to be those giving the chronological history of when and why they came into being, their subsequent organizational and substantive chronology (including their contribution to the CS effort), and the principal officers involved over the years.
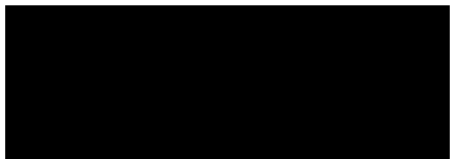
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6. There will, of course, be other factors that will make it logical if not essential to depart from these priorities. A few examples are:

a. "Crash" requirements of components to produce documentation on a particular operation.

b. Salvaging existing papers such as background studies, operational summaries, or reviews, as stated in CSI 5-13, paragraph 3 c (2).

7. As an aid to preparing station chronological histories, you will find attached two outlines prepared by two different HO's, a debriefing guide and a sample station history. These may be of use to you in preparing your own station histories and debriefing sessions. Please feel free to make any suggestions for improvement.

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Executive Secretary
CS Historical Board

Attachments:
Index to Station History (AF)
Memo for the Record-Outline of station Histories (FE)
Debriefing Guide (AF)
Sample Station History (AF)

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